

~~CONFIDENTIAL~~

Approved For Release 2002/08/22 : CIA-RDP61-00274A000100120004-0

15 November 1957

MEMORANDUM FOR: Director of Training

SUBJECT : Status of OTR Overtime Study on 15 November 1957

1. The following items have been completed:
 - a. Collection of basic data by major organizational elements to include estimated overtime hours approved, overtime hours worked, overtime paid in cash and compensatory time.
 - b. Analysis of overtime worked under:
 - (1) Allotment 7501 - Director of Training
 - (2) Allotment 7503 - Plans and Policy Staff
 - (3) Allotment 7507 - JOT Program
 - (4) Allotment 7511 - Intelligence School
 - (5) Allotment 7513 - School of International Communism
 - (6) Allotment 7515 - Language Area School
2. The following items have yet to be completed:
 - a. Analysis of overtime worked under:
 - (1) Allotment 7505 - Assessment & Evaluation Staff
 - (2) Allotment 7506 - Support Staff/Administrative Branch
 - (3) Allotment 7508-09 - Support Staff/Instructional Services Branch
 - (4) Allotment 7517 - Operations School Headquarters, Field, Covert Training
 - (5) Allotment 7519 -
 - b. Preparation of written report.
3. Expected date of completion 6 December 1957.

Document No. 3

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S 6

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 170218 By:

25X1A9A

O&M Examiner
Management Staff

~~CONFIDENTIAL~~

Approved For Release 2002/08/22 : CIA-RDP61-00274A000100120004-0

25X1

25X1

SUBJECT: Status of OTR Overtime Study on 15 November 1957

Matt:

The most significant thing I have seen in the worksheet so far is the fact that OTR authorizes overtime altogether too far in advance and authorizes altogether too many hours - as shown by the fact that a relatively modest proportion of these authorizations has actually been worked. I informed [] about this in your absence, and he advised that these two corrections have been made.

25X1A9A


[]
Chief, Management Staff

25X1A9A

MgtS/ARD:eh

Distribution:

- Orig² - Addressee
- 1 - DD/S
- 1 - Yellow File
- 1 - Green Chrono